

# CHANGE REQUEST COVER SHEET

**Change Request Number:** 10-45

**Date Received:** 5/3/2010

**Title:** IOTRD Change: Safety Status

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**Name:** Colleen Gutrick

**Phone:** 202-493-5605

**Policy OR Guidance:** Guidance

**Section/Text Location Affected:** Test and Evaluation Process Guidelines: IOTRD Template C-11 subsection 3.6 and 2.3.

**Summary of Change:** Adding that mitigations from the required monitoring plan, be part of the IOTRD. Changing terminology from Hazard to Issue/Concerns.

**Reason for Change:** The change makes the Safety Status section consistent with the SMS Policy.

**Development, Review, and/or Concurrence:** ATO-S

**Target Audience:** Service teams for programs designated for IOT&E

**Potential Links within FAST for the Change:** No.

**Briefing Planned:** No

**ASAG Responsibilities:** None

**Potential Links within FAST for the Change:** No.

**Links for New/Modified Forms (or) Documents (LINK 1)**

**Links for New/Modified Forms (or) Documents (LINK 2)**

**Links for New/Modified Forms (or) Documents (LINK 3)**

## SECTIONS EDITED:

Test and Evaluation Process Guidelines:

**C-11: SAMPLE IOTRD FORMAT** [\[Old Content\]](#)[\[New Content\]](#) [\[RedLine Content\]](#)

## SECTIONS EDITED:

### C-11: SAMPLE IOTRD FORMAT

**Old Content:** Test and Evaluation Process Guidelines:

**C-11: SAMPLE IOTRD FORMAT**

Appendix C-11

[Sample IOTRD Format]

[3/22/10]

[Note: The IOTRD should provide details about the **current** status of the system. It **does not** describe what will be done to the system **in the future**, but rather what state it is in **at this point**.]

1.0 Test Status

1.1 Status

[Report the status of DT and OT. It is expected that DT and OT have been successfully completed and have met all exit criteria. State whether the AMS T&E Guidance was followed or tailored. If it was tailored, describe what was changed. State whether the T&E Gold Standard was used.]

1.2 Results

[Summarize the **results** of DT and OT. The write-up should detail which tests/requirements, if any, have failed. Typically, the summary states that tests indicate the system will be ready for approval at the In-Service Decision milestone. For open items from OT and DT, the IOTRD should contain an appendix that provides the disposition of each (e.g., deferred to next phase, "planned for closure prior to IOT&E," "fix planned for Build XXX").]

1.3 Test Report and Distribution

[Summarize the test report and distribution status. A representative entry might state that DT reports and Quick-Look OT reports have been completed and distributed to the appropriate parties, including the Office of SSIA and all test participants. Include information about any supplemental test reports that provide additional information on DT or OT results.]

2.0 System Status

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## 2.1 Open PTRs

[Summarize the number of open PTRs and their significance (type) and overall impact on system performance, suitability, and effectiveness. Identify any PTRs that will **not** be closed before the start of IOT&E, along with expected closure date. Identify any limitations to operational use that the open PTRs might pose.]

## 2.2 System Stability

[Describe the stability of the system in terms of configuration management and baselining. Include a list of all unapproved or pending deviations/waivers. For example, "system hardware, software, and specifications are baselined and under the configuration control of the NAS CCB." The IOTRD should address the **national baseline** of the system. Describe the schedule for any planned software or hardware revisions required during IOT&E and how they will be handled. If the system is not under NAS CCB control, a description of the configuration management process should be included.]

## 2.3 Status of Hazards from the Pre-IOT&E Paper

[Provide a table or appendix that contains the current status of the hazards documented in the Pre-IOT&E Paper.]

<b>Hazard</b>	<b>Current Status [(Current Date)]</b>
[Hazard Statement]	[status]
[Hazard Statement]	[status]
[Hazard Statement]	[status]

## 3.0 IOT&E Prerequisite Status

[Provide the status of each IOT&E prerequisite detailed in the T&E section of the program's Implementation Strategy and Planning Document (ISPD) and the proposed workaround if the prerequisite is not ready/available/complete.]

### 3.1 Status of Site Acceptance

[Provide the status of Site Acceptance by the FAA at the key site.]

### 3.2 Equipment Support Status

[Describe the support equipment for the system. A typical statement might be: "Spares for all FAA-maintained equipment are on site, and the logistics center will maintain a two year supply of spares for the LRU. Leased equipment will be maintained by the \_\_\_\_\_ Company."]

### 3.3 Technical Operations Manuals

[Describe the status of Technical Operations manuals. Are they available, verified, and approved for use at the key site?]

### 3.4 Training Status

[Describe the training given to operational facility personnel. For example, "Personnel who will operate and maintain the system during IOT&E have received the approved training, which is representative of the training that will be given to operational personnel at downstream sites."]

### 3.5 AT Procedures Status

[If changes are/were required to AT procedures, state whether the new procedures have been approved or incorporated into the appropriate documentation (i.e., FAA Order 7110.65).]

### 3.6 Safety Status

[The current signed SRMD, updated with the results from OT, should be provided. Provide the current status of each hazard, and associated mitigations, identified in the most current SRMD, as reflected in the monitoring plan.]

### 3.7 Readiness for Operational Use

[Describe any concerns (e.g., training, procedures, system stability ) with using the system operationally at the key site.]

### 3.8 IOC

[Describe the readiness of the site to declare IOC.]

### 3.9 Additional Sites

[Describe any additional sites that will declare IOC or have already declared IOC prior to the ISD, which is not permitted by the AMS.]

### 4.0 Exceptions

[Identify and describe any outstanding exceptions to the readiness of the system for operational use at key site (see sections 1.0 through 3.0, above). Describe the **operational impact** of the exception(s) and the **justification** for proceeding with an IOTRD despite the exception(s). An exception is considered an open/unresolved item or deficiency that has a **potential significant operational impact**. These problems usually impact system performance or require an operational workaround by the users.]

### 5.0 Recommendation

[Clearly state the recommendation and any associated conditions. For example, "The system is ready for operational use. [Responsible Service Organization] recommends proceeding before the PTRs identified in section 2.1 are closed.")]

Declaration of Readiness: Signed, [VP of the Responsible Service Organization] [Date]

**New Content:** Test and Evaluation Process Guidelines:

## **C-11: SAMPLE IOTRD FORMAT**

### Appendix C-11

[Sample IOTRD Format]

[3/22/10]

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#### 1.0 Test Status

##### 1.1 Status

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#### 2.0 System Status

##### 2.1 Open PTRs

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## 2.2 System Stability

[Describe the stability of the system in terms of configuration management and baselining. Include a list of all unapproved or pending deviations/waivers. For example, "system hardware, software, and specifications are baselined and under the configuration control of the NAS CCB." The IOTRD should address the **national baseline** of the system. Describe the schedule for any planned software or hardware revisions required during IOT&E and how they will be handled. If the system is not under NAS CCB control, a description of the configuration management process should be included.]

## 2.3 Status of Issues/Concerns from the Pre-IOT&E Status Paper

[Provide a table or appendix that contains the current status of the Issues/Concerns documented in the Pre-IOT&E Status Paper.]

Issues/Concerns	Current Status [(Current Date)]
[Issues/Concerns Statement]	[status]
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